

---

# JUDICIAL

---



# CIRCUIT COURT JUDGES

---

## MISSION STATEMENT

---

To ensure that all of the citizens of Norfolk who are affected by judicial processes are provided with an independent, accessible, and responsible forum for the just resolution of disputes, and to preserve the rule of law while protecting citizens' rights and liberties.

---

## DEPARTMENT OVERVIEW

---

Provides administrative support for the judges who hear cases brought before the court. Ensures that all of the citizens of Norfolk who appear before the court are provided with an independent, accessible, and responsible forum for the just resolution of disputes to preserve the rule of law and protect the rights and liberties guaranteed by the United States and Virginia Constitutions.

---

## BUDGET HIGHLIGHTS

---

The total FY 2006 budget for the Circuit Court Judges is \$462,700. This is a \$15,700 increase over the FY 2005 budget, or 3.5 percent. There are no new initiatives planned for FY 2006.

### Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	363,145	391,900	407,700	423,362
Materials, Supplies and Repairs	10,557	12,000	12,000	11,942
General Operations and Fixed Costs	22,823	20,400	20,400	20,446
Equipment	4,500	15,000	6,900	6,950
<b>TOTAL</b>	<b>401,025</b>	<b>439,300</b>	<b>447,000</b>	<b>462,700</b>

### Programs & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>Circuit Court Judges</b>	<b>439,300</b>	<b>447,000</b>	<b>462,700</b>	<b>5</b>
Five full-time positions and four temporary positions provide administrative support to the nine Circuit Court Judges who preside over a court of general jurisdiction in Norfolk, Virginia. This means that the court has authority to try a full range of both civil and criminal cases. Jury trials are provided in Circuit Court.				
<b>TOTAL</b>	<b>439,300</b>	<b>447,000</b>	<b>462,700</b>	<b>5</b>

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2005 Positions	Change	FY 2006 Positions
Judicial Executive Assistant	OPS12	36,327	58,071	1		1
Legal Assistant	OPS12	36,327	58,071	1		1
Legal Secretary II	OPS10	30,887	49,374	3		3
<b>TOTAL</b>				<b>5</b>	<b>0</b>	<b>5</b>

# CLERK OF THE CIRCUIT COURT

---

## MISSION STATEMENT

---

- To provide an efficient, citizen-friendly organization, employing e-government technologies when available in order to enhance service delivery and maximize operational efficiency.
  - To provide recordation and maintenance of all required public records.
  - To provide support for the adjudication of all cases brought before the Circuit Court.
  - To provide all other duties of the Clerk, as required by law.
- 

## DEPARTMENT OVERVIEW

---

**Executive:** Includes the Clerk of Court, Chief Deputy Clerk and Executive Assistant. Manages the day-to-day operations of the Clerk's Office, oversees all personnel, policies, and procedures.

**Criminal Division:** Handles all presentments, indictments and information related to criminal offenses committed within the circuit.

**Law and Chancery Division:** Handles disputes between individuals, groups or corporations where monetary damages are alleged, handles cases involving custody, divorce, adoptions and property ownership.

**License, Permits & Finance Division:** Handles all issues related to the issuance of any license or permits, and notaries. Acts as primary interface between the Clerk's Office and the general public. The Comptroller is a part of this division with the following primary responsibilities: oversight of all financial functions of the Clerk's Office including, but not limited to, daily receipts, bank reconciliations, trust accounts, billing statements and remote access fees.

**Wills, Estates and Deeds Division:** Manages all estate and will transactions, meets the public during times of extreme loss and/or hardship, records all transfers of land records, certificates of satisfaction and powers of attorney, maintains the Land Record Indexing System and the remote access system.

---

## BUDGET HIGHLIGHTS

---

The total budget for the Clerk of the Circuit Court is \$2,575,700. The FY 2006 budget amount shows a reduction of \$18,700 compared to the FY 2005 operating budget. This is due to technical adjustments for FY 2006.

## KEY GOALS AND OBJECTIVES

- Complete the conversion of microfilmed records to digital format for remote access, enhancing the remote access service, thereby reducing storage space requirements.
- Provide sufficient technology and simplicity to allow greater "self-serve" operations for the citizen's of Norfolk.
- Within State guidelines, move the Clerk's Office into an e-Government forum, thereby reducing recurring costs while generating additional revenue.

## PRIOR YEAR ACCOMPLISHMENTS

- Remote Land Access to records from 1990 to present.
- Streamlined office operations, reducing manpower requirements.
- Extended office hours to meet public need with no impact on operating budget.

### Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	401,495	2,022,100	2,110,100	2,069,880
Materials, Supplies and Repairs	135,323	146,600	140,000	161,572
General Operations and Fixed Costs	218,085	291,900	293,300	293,190
Equipment	24,815	15,000	15,000	15,000
All-Purpose Appropriations	36,000	36,000	36,000	36,058
<b>TOTAL</b>	<b>815,718</b>	<b>2,511,600</b>	<b>2,594,400</b>	<b>2,575,700</b>

### Programs & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>CIRCUIT COURT</b>	<b>2,511,600</b>	<b>2,594,400</b>	<b>2,575,700</b>	<b>52</b>

A court of record having appellate jurisdiction for appeals from the Norfolk General District Court. The Circuit Court tries all felony cases presented by the Commonwealth's Attorney.

<b>TOTAL</b>	<b>2,511,600</b>	<b>2,594,400</b>	<b>2,575,700</b>	<b>52</b>
--------------	------------------	------------------	------------------	-----------

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2005 Positions	Change	FY 2006 Positions
Accounting Technician	CCC	N/A	N/A	1		1
Administrative Assistant II	CCC	N/A	N/A	4		4
Administrative Technician	CCC	N/A	N/A	8		8
Chief Deputy I	CCC	N/A	N/A	2		2
Chief Deputy II	CCC	N/A	N/A	2		2
Chief Deputy III	CCC	N/A	N/A	1		1
City Clerk	CCC	N/A	N/A	1		1
Custodian	CCC	N/A	N/A	2		2
Deputy II	CCC	N/A	N/A	5		5
Deputy III	CCC	N/A	N/A	8		8
Deputy IV	CCC	N/A	N/A	4		4
Office Aide	CCC	N/A	N/A	14		14
<b>TOTAL</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>52</b>	<b>0</b>	<b>52</b>

**This page left blank intentionally**

# COMMONWEALTH'S ATTORNEY

---

## MISSION STATEMENT

---

To provide effective and ethical prosecution of criminal violations of State and local laws in a manner that holds offenders accountable for their actions, deters further criminal actions, reduces crime in the community and provides a comprehensive support system for victims and witnesses of crime.

## DEPARTMENT OVERVIEW

---

The Office of the Commonwealth's Attorney is comprised of the following specialized teams:

- Domestic Violence Team
- General Prosecution
- Major Case Team
- Drug Team
- Juvenile Team
- PSN Team
- Victim/Witness Team

The duties and responsibilities of the office are outlined in numerous sections throughout the State Code of Virginia.

## BUDGET HIGHLIGHTS

---

The total FY 2006 budget for the Commonwealth's Attorney's Office is \$4,582,900. This is a \$272,300 increase over the FY 2005 budget, or 6.3 percent.

The Commonwealth's Attorney's Office FY 2006 budget includes an increase of \$170,313 to augment funding for the Project Safe Neighborhoods effort through FY 2006.

## KEY GOALS AND OBJECTIVES

---

- Prosecute felony crimes committed in the City of Norfolk, including serious traffic offenses by adult offenders.
- Prosecute misdemeanor cases appealed from the Norfolk General District Court and the Juvenile and Domestic Relations Court for Norfolk.
- Provide substantial revenue to the City of Norfolk through the generation and collection of court-ordered debts and the procurement of community service work within the City by convicted persons.



- Focus a portion of resources to the prosecution of felony crimes committed by juvenile offenders.
- Prosecute domestic violence-related crimes (both adult and juvenile) and school premises-related misdemeanor offenses occurring in the City of Norfolk.
- Increase victim and witness satisfaction with the criminal justice system through the use of effective communications, notification of the status of criminal cases, and assisting victims in the recovery of due restitution or compensation.

## PRIOR YEAR ACCOMPLISHMENTS

During the past fiscal year, the Commonwealth's Attorney's office has continued to demonstrate commitment to ensuring a high quality of life by the active prosecution of various types of misdemeanor offenses such as domestic violence, prostitution, school property, DUI, stalking, sexual battery, and all misdemeanor offenses charged in the designated Project Safe Neighborhood area. The caseload of the Project Safe Neighborhood project was extended to include all City Code misdemeanor appeals in Circuit Court, relieving the City Attorney's Office from that responsibility.

### Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	3,458,343	3,684,300	3,818,600	4,039,151
Materials, Supplies, and repairs	75,341	198,300	189,100	258,716
General Operations and Fixed Costs	69,620	239,100	223,800	224,933
Equipment	154,245	79,100	79,100	60,100
<b>TOTAL</b>	<b>3,757,549</b>	<b>4,200,800</b>	<b>4,310,600</b>	<b>4,582,900</b>

### Programs & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>Commonwealth's Attorney Office</b>	<b>4,200,800</b>	<b>4,310,600</b>	<b>4,582,900</b>	<b>60</b>
Provide management and oversight to staff involved in the prosecution of felony crimes committed in the City of Norfolk. Increase victim satisfaction with the criminal justice system through effective communication, notification as to case status, and through assisting victims due restitution or compensation.				
<b>TOTAL</b>	<b>4,006,463</b>	<b>4,310,600</b>	<b>4,582,900</b>	<b>60</b>

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2005 Positions	Change	FY 2006 Positions
Administrative Assistant II CWA	COF 002	30,603	48,922	1		1
Asst Commonwealth's Attorney I	COF 008	48,737	77,492	7	1	8
Asst Commonwealth's Attorney II	COF 009	57,084	90,762	8		8
Asst Commonwealth's Attorney III	COF 010	66,915	106,395	8		8
Chief Deputy Commonwealth's Attorney	COF 012	87,372	138,922	1		1
Commonwealth's Attorney	COF 013	123,196	195,882	1		1
Deputy Commonwealth's Attorney	COF 011	78,507	124,827	5		5
Legal Administrator CWA	COF 007	50,040	79,996	1		1
Legal Assistant CWA	COF 005	36,327	58,071	1		1
Legal Secretary I	OPS 008	26,358	42,135	3		3
Legal Secretary I CWA	COF 001	26,358	42,136	8		8
Legal Secretary II CWA	COF 003	30,886	48,922	5		5
Paralegal	OPS 010	30,887	49,374	1		1
Paralegal CWA	COF 003	30,886	48,922	7		7
Victim/Witness Program Asst Dir	COF 004	34,449	55,074	1		1
Victim/Witness Program Director	COF 006	41,380	66,148	1		1
<b>TOTAL</b>				<b>59</b>	<b>1</b>	<b>60</b>

**This page left blank intentionally**

# GENERAL DISTRICT COURT

## MISSION STATEMENT

**Criminal Division:** The division handles State law and City Ordinances except traffic-related cases and holds preliminary hearings in felony cases, and trials in misdemeanor cases, and health and housing code violations. Lunacy hearings are also heard under this division.

**Civil Division:** The division hears attachments and other cases not exceeding \$15,000. Other cases include claims to specific personal property or any debt, fine or other money or to damages for breach of contract or for injury to a person.

**Traffic Division:** The division handles motor vehicle related cases under State law and City Ordinances, holds preliminary hearings and felony cases and trials in misdemeanors, traffic infraction and parking violations.

## DEPARTMENT OVERVIEW

The Norfolk General District Court has three divisions: Criminal, Civil, and Traffic; six courts; six judges; and seven clerks' offices located in the General District Court Building.

## BUDGET HIGHLIGHTS

The total budget for the General District Court is \$331,900. This is a \$5,100 reduction compared to the FY 2005 budget, or 1.5 percent. This decrease is due to technical adjustments and reductions in telephone and equipment costs.

### Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	-	15,100	21,000	20,876
Materials, Supplies and Repairs	23,386	43,800	43,800	48,350
General Operations and Fixed Costs	239,524	254,800	251,700	246,684
Equipment	37,682	20,500	20,500	16,000
<b>TOTAL</b>	<b>300,592</b>	<b>334,200</b>	<b>337,000</b>	<b>331,900</b>

### Programs & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>GENERAL DISTRICT COURT</b>	<b>334,200</b>	<b>337,000</b>	<b>331,900</b>	<b>0</b>
Tries all civil and traffic cases, and criminal cases not presented by the Commonwealth's Attorney.				
<b>TOTAL</b>	<b>334,200</b>	<b>337,000</b>	<b>331,900</b>	<b>0</b>

**This page left blank intentionally**

# JUVENILE & DOMESTIC RELATIONS COURT

---

## MISSION STATEMENT

---

The Norfolk Juvenile and Domestic Relations District Court is committed to ensuring that all of the citizens of the City of Norfolk who appear before this court are provided with an independent, accessible, and responsible forum for the just resolution of disputes in order to preserve the rule of law and protect the rights and liberties guaranteed by the U.S. and Virginia Constitutions. To ensure that all persons have equal access to justice and the opportunity to resolve disputes without undue hardship, costs, and inconvenience. To ensure that our court system will maintain human dignity and the rule of law, by equal application of the judicial process in all controversies and increase the public's confidence and respect for legal authority and the courts. To protect the confidentiality and privacy of juveniles and to rehabilitate those who come before the court, in addition to protecting the public and holding juvenile offenders accountable for their actions.

---

## DEPARTMENT OVERVIEW

---

The Norfolk Juvenile and Domestic Relations District Court includes the following personnel: William O. Hawkins, Chief Judge. The duties of the Chief Judge primarily include administrative responsibilities as well as presiding over cases set before the court. M. Randolph Carlson, II, Joseph P. Massey, Joan C. Skeppstrom, and William P. Williams are all Judges currently presiding over cases at the Norfolk Juvenile and Domestic Relations District Court. Debra A. Hill, Clerk of Court, maintains the court's budget, monitors the needs of the Court, public, and criminal justice agencies and ensures the court's compliance with statutory requirements, policies and procedures. Brenda Barrett, Pre-Court Supervisor, Fay Bland, In-Court Supervisor, and Sara Artis, Accounting Supervisor all maintain direct supervision over their respective departments. They also participate with other team members on ensuring efficient and effective caseload processing. The court currently has two File Clerks, a Receptionist, 5 Pre-Court Clerks, 10 Deputy Clerks, and 2 Accounting Clerks.

---

## BUDGET HIGHLIGHTS

---

The total budget for the Juvenile and Domestic Relations Court is \$109,300. This amount represents level funding compared to FY 2005.

The primary initiatives for Norfolk Juvenile and Domestic Relations District Court are to continue to strive to keep abreast of the ever changing technology of today in the form of licenses, upgrades, and software as well as provide the Judges with the much needed law library supplies to assist them in their daily judicial duties. In addition, the Norfolk Juvenile and Domestic Relations District Court will strive to better serve the citizens of the City of Norfolk through daily office preparation and much needed office supplies.

---

## KEY GOALS AND OBJECTIVES

---

The Norfolk Juvenile and Domestic Relations District Court will continue to provide court services to the citizens of the City of Norfolk in matters involving the following types of

cases: delinquents, juveniles accused of traffic violations; children in need of services or supervision; children who have been subjected to abuse or neglect; family or household members who have been subjected to abuse; adults accessed of child abuse, neglect or other offenses against members of their own family; adults involved in disputes concerning the support, visitation, parentage or custody of a child; abandonment of children; foster care and entrustment agreements; court-ordered rehabilitation services, court consent for certain medical treatments, and truancy of juveniles.

## PRIOR YEAR ACCOMPLISHMENTS

The Norfolk Juvenile and Domestic Relations District Court has continued to provide outstanding court services to the citizens of the City of Norfolk. In doing so, the Norfolk Juvenile and Domestic Relations District Court has ensured that all of the citizens of the City of Norfolk who have appeared before the court have been provided with an independent, accessible, and responsible forum for the just resolution of disputes in order to preserve the rule of law and protect the rights and liberties guaranteed by the U.S. and Virginia Constitutions. Likewise, the Norfolk Juvenile and Domestic Relations District Court has continuously expedited the filing and processing of court documents; therefore, helping to ensure the citizens of the City of Norfolk their right to a fair and speedy trial.

### Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services*	-	5,100	7,000	7,003
Materials, Supplies and Repairs	12,346	14,700	19,700	19,706
General Operations and Fixed Costs	27,845	62,800	62,900	62,882
Equipment	19,956	22,700	19,700	19,685
All Purpose Appropriations	-	-	-	24
<b>Total</b>	<b>60,147</b>	<b>105,300</b>	<b>109,300</b>	<b>109,300</b>

\*These funds support the retirement contribution for employees grandfathered in the City's retirement system.

### Programs & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>JUVENILE &amp; DOMESTIC RELATIONS COURT</b>	<b>105,300</b>	<b>109,300</b>	<b>109,300</b>	<b>0</b>
Maintains exclusive jurisdiction over all cases involving children; handles misdemeanors and felonies that deal with children less than 18 years of age. Hears domestic cases.				
<b>TOTAL</b>	<b>105,300</b>	<b>109,300</b>	<b>109,300</b>	<b>0</b>

# MAGISTRATE

---

## MISSION STATEMENT

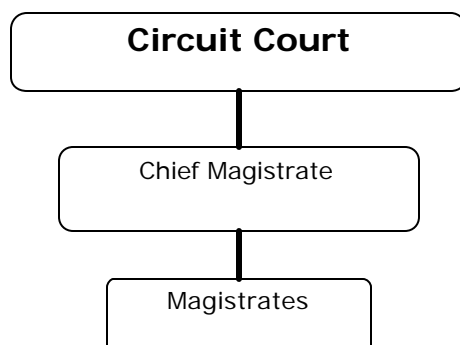
---

It is the mission of the Magistrate's Office to provide efficient service to the Norfolk Police Department, the Norfolk Sheriff's Department, and other law enforcement agencies in conducting probable cause hearings and the issuance of criminal warrants. The Magistrates must also provide an independent, unbiased and accessible judicial process for the citizens of Norfolk. In essence, it is the mission and purpose of the magistrate system and of this office to provide "checks and balances" between law enforcement and the rights and protection of our citizens.

## DEPARTMENT OVERVIEW

---

The Norfolk Magistrate's Office operates 24 hours a day, seven days a week, regardless of holidays, or hazardous weather conditions. Currently, the magistrates operate out of two separate locations to better serve law enforcement and private citizens. Magistrates are responsible for conducting probable cause hearings, and issuing felony and misdemeanor criminal warrants. They are also responsible for conducting bond hearings, setting bonds, and bond conditions, issuing search warrants, and also temporary detention orders for the mentally ill. Magistrates are always accessible to citizens' complaints and concerns, which include domestic violence situations. In addition, they can accept cash bonds and receive pre-payments for certain minor criminal and traffic offenses pending in court.



## BUDGET HIGHLIGHTS

---

The total FY 2006 budget for the Magistrate Office is \$76,800. This is a \$600 increase over the FY 2005 budget. The majority of this 1 percent increase is attributable to the increased costs of personnel services.



---

## KEY GOALS AND OBJECTIVES

---

It is the Magistrate's goal to increase the efficiency of the magistrate's office in the issuing of warrants, bond hearings, and other types of judicial processes, while maintaining a level of professionalism and dignity toward not only law enforcement, but also toward private citizens.

---

## PRIOR YEAR ACCOMPLISHMENTS

---

In 2002, Norfolk Magistrates Office handled 60,669 transactions, resulting in 31,892 processes issued. This includes all criminal warrants, search warrants, etc. Statistically, the office is the 8<sup>th</sup> in the state (out of 32 Districts) in terms of volume of cases.

In 2003, the office handled 55,978 transactions, resulting in 30,945 processes issued. This still places Norfolk as the 8<sup>th</sup> "busiest" Magistrate's Office in the State of Virginia.

During 2003, the office hired four new magistrates to replace vacancies, which occurred over the course of several months. This reflects several months of being "under staffed" while continuing the same level of twenty-four hour service to the City.

The Norfolk Magistrate's Office has and will continue to provided cost saving services to the City through:

- Referrals to the Pre-trial release program, helping to defray the cost of incarceration of detainees;
- Magistrates being responsible for all criminal record checks, a definite cost saver for the Norfolk Police Department;
- Magistrate's video-conferencing system, with cameras set up in police precincts, another cost saver (and time saver) for the Norfolk Police Department and other law enforcement agencies.

Expenditure Summary				
	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	22,943	29,991	31,864	32,470
Materials, Supplies, and Repairs	8,070	7,198	9,186	9,180
General Operations and Fixed Cost	32,639	33,274	35,150	35,150
<b>TOTAL</b>	<b>63,652</b>	<b>70,463</b>	<b>76,200</b>	<b>76,800</b>

# PROBATION SERVICES

---

## MISSION STATEMENT

---

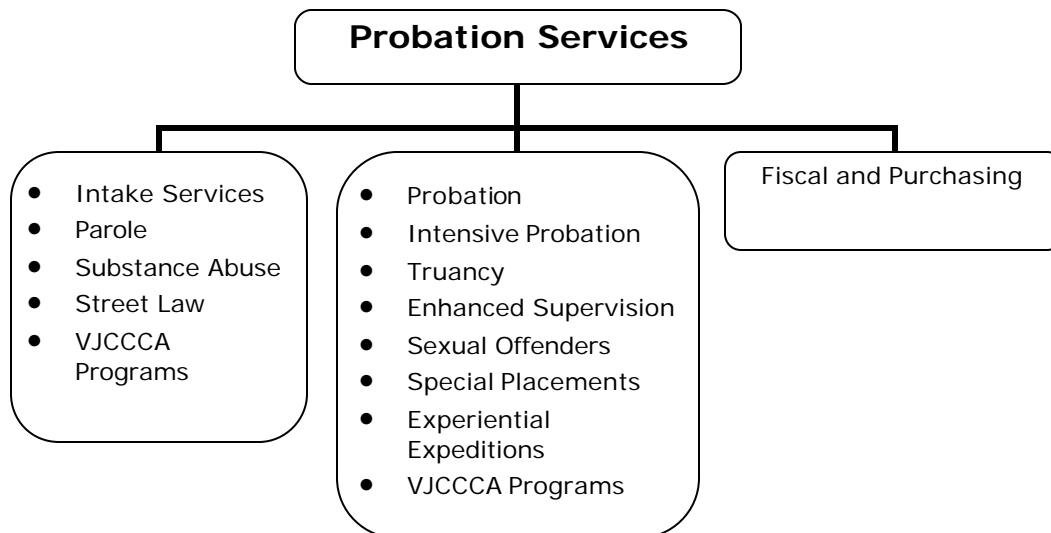
The mission of the Probation Services Unit is to assure the protection of the citizens of Norfolk through the operation of policies, programs and services to assist the Juvenile and Domestic Relations Court in strengthening families, holding juveniles accountable for their negative actions and affording them opportunities to reform.

---

## DEPARTMENT OVERVIEW

---

Under the direction of the Probation Services Unit director, deputy directors, and supervisors, probation officers provide a comprehensive system of juvenile justice and human service programs and services to support the Juvenile and Domestic Relations Court, and to assist the rehabilitation of juveniles charged with criminal and non-criminal violations. All programs and services are designed to ensure community protection, the accountability of juvenile offenders and the improved competency of juvenile offenders.



---

## BUDGET HIGHLIGHTS

---

The total FY 2006 budget for Probation Services is \$190,000. This is a \$7,300 decrease from the FY 2005 budget. This 3.7 percent decrease is attributable to an adjustment in retirement cost.

## KEY GOALS AND OBJECTIVES

- Complaint Intake – 11,328 annually
- Court and Diagnostic Reports – 1,200 annually
- Juveniles under various forms of Supervision – 900

## PRIOR YEAR ACCOMPLISHMENTS

- Increased the number of complaints taken and processed.
- Increased the number of Court investigations and reports.
- While staff and resources were reduced the number of juveniles under court supervision remained constant.
- Decreased the number of youth committed to Department of Juvenile Justice.
- Increased the number of youth receiving community-based services.
- Decreased the number of youth needing secure detention.

### Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	0	13,202	18,303	10,629
Materials, Supplies, and Repairs	8,220	15,888	11,922	11,922
General Operations and Fixed Cost	143,754	122,451	162,126	162,476
Equipment	14,146	2,446	4,949	4,973
<b>TOTAL</b>	<b>166,120</b>	<b>153,987</b>	<b>197,300</b>	<b>190,000</b>

### Program & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>Probation Services Unit</b>	<b>153,987</b>	<b>197,300</b>	<b>190,000</b>	<b>0</b>
Operate many special programs designed to correct anti-social behavior, delinquent activity and family dysfunction. Contracts with many private treatment providers using a variety of state and local funding streams to provide additional residential, group home and community based programs.				
<b>TOTAL</b>	<b>153,987</b>	<b>197,300</b>	<b>190,000</b>	<b>0</b>

# SHERIFF AND JAIL

---

## MISSION STATEMENT

---

The mission of the Norfolk Sheriff's Office is to serve the citizens of Norfolk by providing for the incarceration of adult and juvenile offenders in methods that protect public safety; to maintain institutional safety in a cost effective manner that meets statutory and constitutional standards; to provide services and programs for inmates seeking assistance with the intent to reduce recidivism; to provide a safe and secure environment for the Circuit Courts and the District Courts of the City of Norfolk, ensuring that order and decorum is maintained during all court proceedings; and to timely provide for the service of all process and criminal warrants received by the Norfolk Sheriff's Office.

## DEPARTMENT OVERVIEW

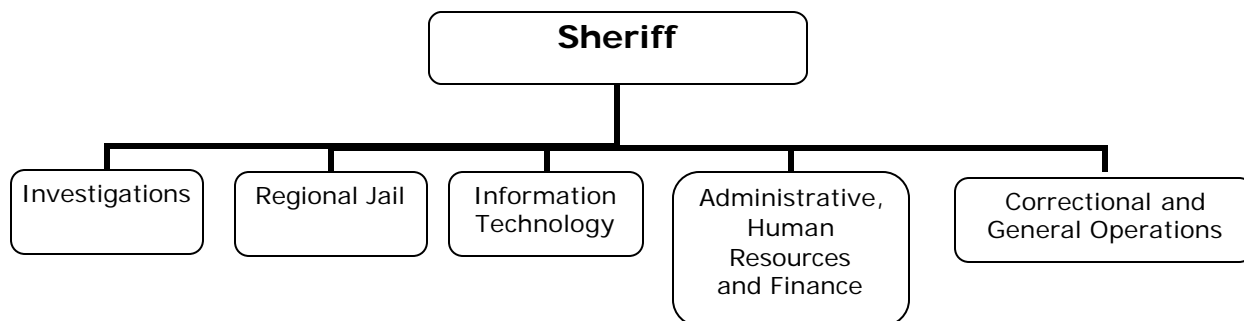
---

The Norfolk Sheriff's Office is required by the state Constitution to operate in three capacities, maintain a safe and secure jail facility; ensure public safety in the Norfolk court system; and execute various types of civil processes. In addition, the Norfolk Sheriff's Office provides services and programs to incarcerated offenders with the intention to reduce recidivism. The Norfolk Sheriff's Office also provides the citizens of Norfolk with community and crime prevention programs.

**Civil Process:** The purpose of service of civil process is to provide a timely notice to a person or legal entity of pending legal action in which they somehow may be involved. The notice may be in the form of a variety of legal documents and must be served in accordance with the law.

**Community Corrections:** The Inmate Work Force and Work Release Programs provide an opportunity for qualified inmates to receive credit for fines and court costs, to receive job training, to earn early release credit, secure paid employment and to be considered for home electronic monitoring. The Pretrial Services Program allows nonviolent defendants awaiting trial to be placed on intensive community supervision until their court date. These programs also help reduce jail overcrowding and introduce a work ethic to young inmates.

**Community Affairs:** The Norfolk Sheriff's Office works within the community by offering programs and services to the citizens of the City of Norfolk; particularly the elderly. TRIAD is a crime prevention and awareness program conducted in partnership with the Norfolk Police Department and AARP. Project Lifesaver is a search and rescue program that locates lost or wandering persons suffering from Alzheimer's disease and other mental impairments. Safety Print is a program that provides an identification card with a set of fingerprints and photo for children, senior citizens and others.



---

## BUDGET HIGHLIGHTS

---

The total FY 2006 budget for the Sheriff's Office is \$30,776,100. This is a \$1,234,000 increase from the FY 2005 budget. This 4.2 percent increase is attributable to an increase in contract cost.

---

## KEY GOALS AND OBJECTIVES

---

Install a video visitation system in the jail to enhance the visitor process, to better utilize manpower and reduce vandalism and contraband in the jail.

Continue to examine innovative employee retention tools such as education and special pay allowances, a process to encourage participation in the promotion process and sick leave incentives to increase morale and retention of employees.

Construct an off site work release facility to make more space available in the jail and increase annual revenues available to the City from the state and other sources.

---

## PRIOR YEAR ACCOMPLISHMENTS

---

Implemented a management employee accountability system (PRIDE) to improve all levels of departmental efficiency and maximum utilization of financial services.

Maintained the Certificate of Accreditation from the Virginia Law Enforcement Professional Standards Commission. The Norfolk Sheriff's Office is the only accredited sheriff's office in South Hampton Roads.

## Expenditure Summary

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED
Personnel Services	17,838,329	18,659,995	20,002,052	19,894,162
Materials, Supplies, and Repairs	5,001,059	5,287,191	5,689,039	6,857,520
General Operations and Fixed Cost	652,072	532,598	666,759	672,668
Equipment	259,574	93,524	173,000	158,000
All Purpose Appropriations	2,894,320	2,517,273	3,011,250	3,193,750
<b>TOTAL</b>	<b>26,645,354</b>	<b>27,090,581</b>	<b>29,542,100</b>	<b>30,776,100</b>

## Programs & Services

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 APPROVED	POSITIONS
<b>ADMINISTRATION/HUMAN RESOURCES/ FINANCE</b>	<b>19,168,336</b>	<b>20,680,300</b>	<b>21,731,835</b>	<b>28</b>
Provide leadership, management, human resources, finance, training, accounting, and purchasing services.				
<b>REGIONAL JAIL</b>	<b>2,517,273</b>	<b>3,011,300</b>	<b>3,193,750</b>	<b>0</b>
Provide City share of operating and capital cost.				
<b>CORRECTIONAL OPERATIONS / GENERAL OPERATIONS</b>	<b>4,678,206</b>	<b>4,758,100</b>	<b>4,758,049</b>	<b>428</b>
Provide for the care and custody of inmates. Provide security for nine Circuit, four General District, and five Juvenile and Domestic Relations Courts. Provide transportation for inmates within the state. Provide service of legal papers.				
<b>INFORMATION TECHNOLOGY</b>	<b>612,849</b>	<b>972,400</b>	<b>972,466</b>	<b>10</b>
Provide communications and technology services.				
<b>INVESTIGATIONS</b>	<b>113,917</b>	<b>120,000</b>	<b>120,000</b>	<b>8</b>
Provide inter-state extradition of inmates and internal investigative services.				
<b>TOTAL</b>	<b>27,090,581</b>	<b>29,542,100</b>	<b>30,776,100</b>	<b>474</b>

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2005 Positions	Change	FY 2006 Positions
Assistant Procurement Specialist	SHF11	32,661	51,918	1		1
Corrections Director	SHF21	48,253	76,708	1		1
Deputy Sheriff	SHF06	28,213	44,848	256	1	257
Deputy Sheriff (Captain)	SHF18	43,768	69,575	7		7
Deputy Sheriff (Corporal)	SHF09	31,106	49,446	34		34
Deputy Sheriff (Lieutenant Colonel)	SHF22	53,200	84,570	3		3
Deputy Sheriff (Lieutenant)	SHF14	37,809	60,101	12		12
Deputy Sheriff (Major)	SHF20	45,956	73,060	3		3
Deputy Sheriff (Master)	SHF06	28,213	44,848	73		73
Deputy Sheriff (Sergeant)	SHF13	36,008	57,240	25		25
Education Program Manager	SHF15	38,560	61,295	2		2
Education Programs Specialist	SHF12	34,975	55,597	3		3
Electronic Surveillance Supervisor	SHF08	30,415	48,026	1		1
Fleet Coordinator	SHF04	26,098	41,487	1		1
Grievance Coordinator	SHF12	34,975	55,597	1		1
Human Resources & Budget Director	SHF19	44,636	70,958	1		1
Inmate Classification Specialist	SHF12	34,975	55,597	5		5
Inmate Classification Manager	SHF17	42,511	67,578	1		1
Inmate Rehabilitation Coordinator	SHF16	40,487	64,359	1		1
Jury Administrator	SHF7	28,773	45,739	1		1
Legal Counsel	SHF17	42,511	67,578	1		1
Library Assistant I	OPS04	19,411	31,034	2		2
Maintenance Mechanic I	SHF04	26,098	41,486	1		1
Public Affairs Officer	SHF15	38,559	61,294	2		2
Records Clerk	SHF02	22,544	35,839	5		5
Secretary I	SHF03	24,855	39,511	12		12
Secretary II	SHF05	27,403	43,561	14		14
Sheriff	SHF18	78,507	124,827	1		1
Staff Accountant	SHF12	34,975	55,597	1		1
Systems Administrator	SHF16	40,486	64,359	2		2
<b>TOTAL</b>				<b>473</b>	<b>1</b>	<b>474</b>